

Procedure 16-02

**JOINT BOARD
ORGANIZED UNDER THE
INTERLOCAL COOPERATION AGREEMENT BETWEEN
THE CITY OF WEST LAFAYETTE AND
THE TRUSTEES OF PURDUE UNIVERSITY
DATED AS OF MARCH 12, 2014**

Procedures for Conduct of Meetings by Means of Electronic Communication

- 1.0 A member of the Joint Board (the “Board”) may, subject to the limitations specified herein, participate in a meeting of the Board by means of electronic communication (as defined below) only if the Board member uses a means of electronic communication that permits the Board member, all other Board members participating in the Board meeting, and all members of the public physically present at the place where the Board meeting is conducted to simultaneously communicate with each other during the Board meeting.
- 2.0 A Board member who is not physically present at a Board meeting but who communicates with other members of the Board during the meeting by means of electronic communication: (a) may not participate in final action taken at the meeting unless the member's participation is expressly authorized by statute; and (b) may not be considered to be present at the meeting unless considering the member to be present at the meeting is expressly authorized by statute.
- 3.0 The minutes of a meeting in which a member participates by using a means of electronic communication must state the name of: (1) each member who was physically present at the place where the meeting was conducted; (2) each member who participated in the meeting by using a means of electronic communication; and (3) each member who was absent.
- 4.0 All votes of the Board taken at any meeting in which a Board member participates through means of electronic communication shall be taken by roll call vote.
- 5.0 A Board member who wishes to participate in (or, if not eligible to “participate” under an applicable statute, who nonetheless wishes to listen to the proceedings of) a Board meeting by means of electronic communication shall notify the Secretary/Treasurer as soon as reasonably possible. Except in the case of an emergency, a Board member shall provide such notice not less than two (2) days before the Board meeting in question.
- 6.0 This policy shall not affect the public’s right to attend a Board meeting at the place where the Board meeting is conducted, but no provision is hereby made for the public to attend a Board meeting at any place other than the place where the Board meeting itself is conducted.
- 7.0 For purposes of this policy, the phrase “by means of electronic communication” includes the use of a telephone, computer, video conferencing device, or any other electronic means of communication.

Ratified and approved: April 20, 2016